

Chauffeur - Major Duties and Responsibilities

1. Drives armored and unarmored passenger and cargo motor vehicles as well as all-terrain vehicles and golf carts. Transports baggage, equipment, supplies, and staff to various locations on the embassy compound, the international zone, and other locations as assigned by the Motor Pool dispatcher. Assists with loading and unloading of cargo/baggage and securing it to prevent damage while in transit. Enforces passenger seatbelt use and adheres to Mission safety practices and procedures. Inspects the vehicle/cart and reports any mechanical or other problems to the Motor Pool Supervisor. Ensures the vehicle/cart is clean, and parks it in a secure location to safeguard against damage, theft, or misuse. Maintains accurate daily vehicle usage reports and submits the forms promptly, including notations on gasoline consumption. **80% of time**
2. Performs other ad-hoc duties as assigned by the Motor Pool Supervisor and/or GSO Management, including, but not limited to, archiving GSO Motor Pool records, staffing the GSO Motor Pool office for periodic afterhours customer service requests, fueling vehicles, performing temporary dispatch duties, monitoring and recharging electric golf carts, helping research vehicle inventory questions, and submitting office supply requests. **20% of time**